

UTAH CTE SKILL CERTIFICATE PROGRAM

INTERMEDIATE TO GRAPHIC COMMUNICATIONS

STUDENT PERFORMANCE EVALUATION

TEST #562

Student Name: _____

The performance evaluation is a required component of the Skill Certification process. Each student **must be evaluated** on the required performance standards. Performance standards may be completed and **evaluated anytime during the course**.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the objectives until they have performed at a minimum of a number 1 or 2 on the rating scale (moderately to highly competent level).
 - 1= highly competent Successfully demonstrated without supervision
 - 2= moderately competent Successfully demonstrated with limited supervision
 - 3= limited competence Demonstrated with close supervision
 - 4= not competent Demonstration requires direct instruction and supervision
- When a standard has been achieved at a minimum of 80% (moderately to highly competent level). "Y" (Y=YES) is recorded on the last line of that standard, on the performance evaluation sheet. If a student does not achieve a 1 or a 2 (moderately to highly competent level), then "N" (N=NO) is recorded on the last line of that standard.
- All performance standards **MUST** be completed and evaluated prior to the written test.
- The **teacher** will bubble in "A" on the answer sheet for item #81 for students who have achieved "Y" on **ALL** performance standards.
- The **teacher** will bubble in "B" on the answer sheet for item #81 for students who have **ONE or more** "N's" on the performance standards.
- The signed performance evaluation sheet(s) **MUST** be kept in the teachers' file for two years.
- A copy is also kept on file with the school's ATE Skill Certification testing coordinator for two years.

Students who achieve a 1 or a 2 (moderately to highly competent) on ALL performance standards and 80% on the written test will be issued an ATE Skill Certificate.

100302-01 Students will be able to understand the introduction to the graphics/printing industry.				
	1	2	3	4
Define the role of graphics in the free enterprise system.				
Identify print markets and types of print businesses.				
Identify and describe the major printing process and products produced by each.				
List in order the technical production flow from idea to finished product.				
Identify and describe basic printing equipment.				

100302-02 The student will be able to understand and demonstrate safe practices.				
	1	2	3	4
List safety rules involving flammable liquids.				
List the steps to be taken in case of injury in the lab.				
Identify location(s) of first aid kit(s).				
Identify location(s) of eye wash station(s).				
Identify where protective safety equipment is needed.				
Follow proper safety procedures when operating equipment.				
Follow approved shop dress code for safe operation.				
Pass general lab safety test.				

100302-02 The student will be able to understand and demonstrate safe practices (Continued)				
	1	2	3	4
Read, comprehend and follow instructions on warning labels.				
Demonstrate common sense when working with others.				

100302-03 The students will be able to understand and demonstrate measurement systems.				
	1	2	3	4
Measure linear dimensions in inches.				
Measure linear dimensions in fractions of inches.				
Measure linear dimensions in millimeters.				
Measure type in points.				

100302-04 The student will be able to understand and demonstrate basic math skills.				
	1	2	3	4
Solve addition of whole number, fraction, and decimal problems.				
Solve subtraction of whole number, fraction, and decimal problems.				
Solve multiplication of whole numbers, fraction, and decimal problems.				
Solve division of whole number, fraction, and decimal problems.				
Solve fractional to decimal conversion problems.				
Solve decimal to fractional conversion problems.				
Solve decimals to percent conversion problems.				

100302-05 Students will be able to understand and demonstrate design and layout.				
	1	2	3	4
Identify the basic fundamentals of type.				
Identify appropriate uses of type.				
Identify the basic elements of design.				
Identify appropriate uses of the basic elements of design.				
Identify the basic principles of design				
Identify appropriate uses of the basic principles of design.				
Identify the basic layout elements.				
Identify appropriate uses of the basic layout elements.				
Produce thumbnails, rough, and final layouts.				
Correctly use the basic fundamentals of type in a final layout.				

100302-06 The student will be able to understand and demonstrate Digital Image Preparation.				
	1	2	3	4
	Identify various desktop publishing applications and uses.			
	Demonstrate keyboard typing skills.			
	Design a page with appropriate margins, formatting, guides, trims and folds.			
	Flow copy from word processing program to page layout program.			
	Define the difference between raster and vector.			
	Identify various types of storage media.			
	Import an image into a page layout program.			
	Identify between different file formats and there uses.			
	Identify the difference between continuous tone and halftone.			
	Create a multi-page layout in a page layout program.			
	Create process and spot colors in a page layout program.			
	Create or edit a vector image in a drawing program.			
	Edit a raster image in a paint program.			
	Output color separations from a page layout program.			
	Output a proper bleed from a page layout program.			

100302-07 The students will be able to understand and demonstrate image capture and filing.				
	1	2	3	4
	Identify basic scanning hardware			
	Identify basic digital camera hardware.			
	Explain the difference between line art and continuous tone originals.			
	Use a digital camera or a scanner to capture a digital image.			
	Determine the appropriate DPI for scanning line art & continuous tone originals.			

100302-08 The students will be able to understand and demonstrate digital file output.				
	1	2	3	4
	Define trapping.			
	Explain the purpose of a folding dummy.			
	Define imposition and signatures.			
	Identify image and non-image areas on an offset printing plate.			
	Produce an analog or digital plate for offset printing.			

100302-09 The students will be able to understand and demonstrate the press operations.				
	1	2	3	4
	Identify basic offset press parts & systems.			
	Identify the cylinders of an offset press.			
	Identify basic safety and operation procedures for an offset press.			
	Perform basic setup for printing a job.			
	Produce a job using an offset press.			
	Demonstrate basic paper jogging techniques.			

100302-10 The students will be able to understand and demonstrate binding and finishing techniques				
	1	2	3	4
	Identify basic paper types, and weights.			
	Identify grain direction of paper.			
	Draw a master cutting diagram for making cuts.			
	Identify operational and safety parts of the cutter.			
	Make accurate paper cuts using a mechanized paper cutter.			
	Define binding.			
	Identify different binding methods (adhesive, perfect, case, saddle, etc).			
	Identify padding equipment, tools, and materials.			
	Correctly produce a pad of paper.			
	Identify stapling and stitching equipment.			
	Define finishing.			
	Identify different finishing methods (perf, score, die cut, emboss).			
	Identify punching/drilling equipment, tools, and materials.			
	Explain the difference between cutting and trimming.			
	Demonstrate basic paper jogging techniques.			

100302-11 The students will be able to understand and demonstrate screen printing techniques.				
	1	2	3	4
	Identify screen printing tools and equipment.			
	Identify squeegee characteristics. (durometer, shapes, etc.)			
	Properly prepare a screen.			
	Demonstrate proper screen printing techniques.			
	Define screen printing mesh counts.			
	Identify and compare direct and indirect stencils.			
	Properly reclaim a screen.			
	Identify screen printing stencil types and their uses.			

100302-12 The students will be able to understand and demonstrate image capture and filing.				
	1	2	3	4
	Demonstrate proper work ethics.			
	Demonstrate proper work habits.			
	Identify personal interests.			
	Work effectively as a team member.			
	Communicate effectively.			

The instructor must retain a copy of this Student Performance Evaluation for two years after the student has left the program.

Instructor Signature:

Date:

Student Signature:

Date :

School: